

Agenda Item Form

Agenda Date: 05/11/04

Districts Affected: All

Dept. Head/Contact Information: Terry Lee Scott, Mass Transit, (915) 534-5817

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>(3) Temporary Appointments- Automotive Service Worker I</u> | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Temporary appointments are requested to temporarily replace permanent employees who are out on worker's comp. leave for undetermined period.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

Department needs to fill these temporary positions in order to provide adequate shift coverage for the servicing of buses, fueling buses, and running buses through bus wash operation in order to be able to meet morning pull-out and bus service requirements. No additional positions were added to staffing table to staff new LIFT facility on Fred Wilson; service workers from main facility were moved to staff LIFT facility, causing a staff shortage at main facility. Service workers assigned to main facility are working excessive overtime, including Transit Fleet Services Supervisor, to cover all shifts, weekends, and holidays.

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INVESTIGATIVE REPORT

Jenny?

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Job Requisition #: 040622

Status: ADQ-LST

Status Date: 04/30/2004

Position Number:	<input type="text" value="00003104"/>	Automotive Svc Worker I	<input type="checkbox"/>
Regulatory Region:	<input type="text" value="USA"/>	United States	<input checked="" type="checkbox"/>
Company:	<input type="text" value="CEP"/>	City of El Paso	
*Business Unit:	<input type="text" value="COFEP"/>	City of El Paso Business Unit	
Department:	<input type="text" value="60600006"/>	Mass Transit-Maintenance	
Location Code:	<input type="text" value="020"/>	Mass Transit - Union Depot	
Job Code:	<input type="text" value="392100"/>	Automotive Svc Worker I	
Regular Shift:	<input type="text" value="N"/>		
Salary Administration	<input type="text" value="GS"/>		
Plan:			
From Grade/Step:	<input type="text" value="011"/>	<input type="text"/>	
To Grade/Step:	<input type="text"/>	<input type="text"/>	

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Job Requisition #: 040623

Status: ADQ-LST

Status Date: 04/30/2004

Position Number:	<input type="text" value="00003117"/>	Automotive Svc Worker I	<input type="checkbox"/>
Regulatory Region:	<input type="text" value="USA"/>	United States	<input checked="" type="checkbox"/>
Company:	<input type="text" value="CEP"/>	City of El Paso	
*Business Unit:	<input type="text" value="COFEP"/>	City of El Paso Business Unit	
Department:	<input type="text" value="60600006"/>	Mass Transit-Maintenance	
Location Code:	<input type="text" value="020"/>	Mass Transit - Union Depot	
Job Code:	<input type="text" value="392100"/>	Automotive Svc Worker I	
Regular Shift:	<input type="text" value="N"/>		
Salary Administration	<input type="text" value="GS"/>		
Plan:			
From Grade/Step:	<input type="text" value="011"/>	<input type="text"/>	<input type="text"/>
To Grade/Step:	<input type="text"/>	<input type="text"/>	<input type="text"/>

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